



City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

# Pre-Application Meeting Notes

## Pre-Application Meeting #PLPRE20220130

**DATE:** February 14, 2024

**TO:** Ellen Hagen

**PROJECT NAME:** CHC Puyallup

**PROJECT DESCRIPTION (as provided by applicant):** Alterations to existing building to change from office space to outpatient medical and dental clinic and administrative support spaces.

**SITE ADDRESS:** 111 W MAIN, PUYALLUP, WA 98371; 201 W MAIN, PUYALLUP, WA 98371;

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](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

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

- The site is in the Central Business District Core (CBD-Core) zone district and the Pedestrian Oriented Commercial (POC) Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards. In the CBD-Core zone district, proposal for medical and dental clinics are a permitted use, they are classified as a "Professional Offices and Services" use; permitted uses are permitted under PMC 20.30.010.
- Additional Submittal Item Required: The project is located in the Downtown Design Guidelines Review Area. The project is therefore subject to design review by the Design Review and Historic Preservation Board (DRHPB) because it meets one of the following scopes of work: all

new development projects of any size; or exterior alterations, redevelopment or additions to existing buildings that affect: 25% of an exterior elevation that is a street or alley-facing façade; or 50% of an exterior elevation that is facing a side lot line or adjacent property; buildings constructed prior to 1949. Additional thresholds apply to RM zoned parcels. See the Downtown Design Guidelines (DDGs) pg. 4-5 for more details. This design review is a separate permit application. The application form can be downloaded from the City website here: [www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application\\_2020](http://www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application_2020). Please submit this application form through the City's online permit portal by applying for the Planning permit called "Downtown Design Review". The Downtown Design Guidelines can be downloaded at

[www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-](http://www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-). Your project will be reviewed by the Board who will approve, approve with conditions or deny your application. You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact the case planner for further details. Your design review meeting with the Board cannot be scheduled until your landuse permit, if one is required for your project, has been issued its first Design Review Team Comment (DRT) comment letter. Therefore, your design review permit will not be accepted until your landuse permit has been submitted (again if one is required for your project).

- Volcanic Hazard Area: The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
- Critical Aquifer Recharge Area: The proposal is located within a Critical aquifer recharge areas. A report may be required for this proposal. Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land. Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters. Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include: Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge; The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications; The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre; Infiltration of storm water from pollution-generating surfaces; or Any other

activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.

- PMC 20.55.065 Off-street parking in CBD and CBD-Core zone: Nonresidential new development, or expansion or changes in use to existing development in the CBD and CBD-Core zone which exceeds 5,000 net new structural square feet shall be subject to the off-street parking standards of PMC 20.55.010. (non-residential uses at or below 5,000 sq ft are exempt from all off-street parking requirements). PMC 20.55.011 Number of parking spaces required – Downtown planned action area:(1) Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: one parking space per dwelling unit.
- PMC 20.55.010 Number of parking spaces required: 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 20.30.045 (7) "Trash and Recycling Receptacles. Trash and recycling receptacles shall be screened from adjacent properties and public rights-of-way by an opaque visual barrier no lower than the highest point of the receptacles". The Downtown Design Guidelines also have some standards for trash areas in DDG 5.B.4.2 " Avoid locating garage entries and building services (utility and/or trash rooms) along the primary pedestrian façade."
- PMC 20.30.045: "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."

Since property is not abutting any residentially zoned parcels, exterior mechanical devices only need to be screened from the ROW.

Building Review - David Leahy; (253) 435-3618; DLeahy@PuyallupWA.gov

- For all accessible requirements the City of Puyallup adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard not the ADA.
- All plans must be complete with building, plumbing, mechanical, accessibility requirements and energy code items addressed for each structure at time of a complete submittal for permit.
- Will need to make sure there are accessible drinking fountains on each level of each building per WA. ST. amendments IBC 2902.5.
- Keep in mind when doing occupant loads we calculate lunch/break rooms and lobby's at different loading i.e. 7 Sq. ft. or 15 Sq. Ft. depending on if it's table and chairs or just chairs etc. This can change the required restrooms at times and maybe even exiting.

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

- 1. Separate permits required for fire alarm and fire sprinkler.

Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@PuyallupWA.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western

Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the DOE manual.

## WATER

- The cannery building currently has a 3" water service, 6" Fire Service. We recognize you are working with a consultant to confirm this is sized appropriately and are considering replacing the service.
- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- To demo a full water service: The applicant is responsible to cut and cap the water service at the property line while under the supervision of a City inspector. Schedule an inspection by calling 1-877-232-6456, code #2925. The City Water Division shall perform the water service removal from the meter to the main. Contact Jeff Daschofsky at 253-841-5512 to schedule the water service retirement.
- Any existing services that are to be abandoned at this site shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. [PMC 14.02.120(f)]

## Backflow Protection

- If the building proposal meets the criteria of table 13 from the RCW below, a reduced pressure backflow assembly (RPBA) is required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302]
- The following list shows examples of uses and industries where an RPBA is probably required:
  - o Agricultural (farms and dairies)
  - o Beverage bottling plants
  - o Car washes
  - o Chemical Plants
  - o Commercial laundries and dry cleaners
  - o Premises where both reclaimed and potable water are provided
  - o Film processing facilities
  - o Food processing plants
  - o Hospitals, medical and dental centers, nursing homes and veterinary
  - o Blood and plasma centers
  - o Premises with separate irrigation systems using the purveyor's water with chemical addition
  - o Laboratories
  - o Metal plating industries
  - o Mortuaries
  - o Petroleum processing or storage plants

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

- Applicant shall provide backflow protection on the domestic line with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not current exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. [PMC 14.02.220(3) & CS 302.2]

#### Trash Enclosures [CS 208]:

[NOTE: These standards only apply if stormwater requirements are triggered]

- Enclosures (with roof) shall be required for all new commercial and redevelopment projects [where Minimum Requirement #1 though #5 or Minimum Requirement #1 though #9 are required] , as outlined in the Ecology Manual. Enclosures shall be covered (roof) and fully enclosed to prevent precipitation from entering containers, compactors, grease traps and the enclosure floor. This does not exempt the requirement for watertight containers.
- Enclosures shall be large enough for a garbage service vehicle to pick up and dump the waste without the container being rolled outside the enclosure. Total height of the enclosure shall be a minimum of 15 feet. The gate opening shall be a minimum of 12 feet wide and swing open a minimum of 90 degrees from the closed position. Each gate shall also include a drop rod and receiving posts.
- Enclosures should be strategically placed for accessibility and designed to accommodate the turning radius of a SU-30 single unit truck.
- A grade break shall be provided around the enclosure to prevent runoff from entering the enclosure.
- No stormwater catch basins or manholes should be located near the enclosure, if unavoidable the lid should be solid and locking.
- The interior floor of the enclosure area shall slope towards a Type I catch basin, or equivalent, and be plumbed to sanitary sewer.
- Roof downspouts for enclosures shall be connected to an existing or new stormwater collection system and accounted for during design. Downspouts discharging over sidewalks and parking lots are prohibited.
- When designing garbage enclosures, developers are encouraged to contact the garbage service provider to verify the location and access.

#### 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]

#### 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 \$4,260.00 for the first 15 fixture units and an additional charge of \$285.42 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 \$5,890.00 for the first 15 plumbing fixture units and an additional charge of \$394.63 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

Engineering Traffic Review - Bryan Roberts; (253) 841-5542; broberts@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. 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 Access and Impact Study (TAIS). Based on the preliminary trip generation estimates, this project will require a TIA

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip and shall be paid prior to building permit issuance.

\*\*\*Preliminary PM Peak trip gen estimates Old DSHS building only (27,361 sqft)\*\*\*

Possible ITE credits:

- General Office 1.44 trips/1000sqft
- Government Office Building, 1.71 trips/1000sqft (Most likely)
- Single Tenant Office Building 1.76 trips/1000sqft

Possible new use per ITE:

- Medical-Dental Office Building 3.93 trips/1000sqft
- Clinic 3.69 trips/1000sqft (Most likely)

Most likely:

101.0 (Clinic) - 46.8 (Government Office) = 54.2 net increase PM PEAK TRIPS

54.2\* \$4,500 = \$243,900 TIF

For information is needed to estimate trip generation for the parking garage office space.

Depending on scope of project per 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.

11.08.135 Construction of street improvements, curbs, gutters and sidewalks.

(2) Nonresidential 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.

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.