



City of Puyallup

**Planning Division**

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April 17, 2024

Imad Bahbah  
 21620 84th Ave. S., Ste. 200  
 Kent, WA 98032

<b>DEVELOPMENT REVIEW TEAM (DRT) LETTER</b>	
DRT #	2
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
<b>PROJECT STATUS</b>	<b>Active Development Review Team (DRT) review case – resubmittal required.</b> Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
<b>APPROVAL EXPIRATION</b>	<b>N/A – Active permit application, not approved</b>
<b>CONDITIONS</b>	<b>Active permit application, not approved;</b> 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](mailto: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

- Comment outstanding 04/09/24: Please include the tree risk assessment report in addition to the submitted arborist tree plan.

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.

- Comment outstanding 04/09/24: Trees along western property line appear to be directly over the SD line. Please address.

To avoid conflicts between underground and overhead utilities and trees as they grow and mature, please review the VMS tree installation standards table for required distances from various utilities and improvements.

- Comment outstanding 04/09/24: The landscaping needs to continue south. A pathway can lead from the sidewalk to the cafe through the landscaping, but the entire area cannot all be cafe space.

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]

- Comment outstanding 04/09/24: Comment response letter provides an elevation for average base point to calculate building height, but does not provide the building height. Please provide the height of the building using the equation referenced below and also include it on the architectural elevations plan set as requested in the original comment.

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.

- Comment outstanding 04/09/24: Though the northern elevation has been addressed, the western elevation is still not meeting this code. The roofline exceeds 50ft in length on the western elevation as well so the height of the visible roofline must change at least 8ft. Please update on construction plan set and elevations.

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.

- Comment outstanding 04/09/24: Comment response later states that the awning is called out on A1.0, but it is not. Please add.

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]

- Comment outstanding 04/09/24: Height was not clearly indicated. Please clearly indicate the height as well as the proposed wall plane lengths. A wall plane is a flat vertical surface on a building facade, which may include doors, windows, openings, or other incidental recessions that do not extend through to the roofline. In addition to this, the proposed modulations are not meeting the allowed minimum depth of 10ft for modulations.

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]

- Comment outstanding 04/09/24: Only one method has been applied (alternate building materials or wall textures). Code requires two methods be applied to break up the wall. This area includes the stairwell as well. The other method that may work best for this area is either more windows (which cover at least 25% of the wall surface) or a vertical trellis with climbing vines or plant material in front of the blank wall.

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 (20(a)(i-iii) [elevations, A4.0]

- Floorplans [A2.0 & A2.1] are not consistent with project statistics on cover page [A0.0]. The Project statistics table shows that there is only medical office space on floors 4 and 6. However, the floor plans show medical office space on floors 4, 5, and 6. Please update plans to be consistent and accurate. This will effect your parking count as well.
- Generally, there are many comments in the comment response letter that say staff corrections have been addressed, but are not actually addressed in the resubmitted plan set. Please cross check the comment response letter with the uploaded documents for accuracy and consistency. Multiple review staff were unable to review the resubmittal properly due to the submittal items not being included, inconsistencies in the plans, etc.
- Clarify the type of landscaping being proposed on along the eastern side. We required Type IIIa, resubmitted plans show Type IIIb, and architectural plan set shows a wall. We will require that the landscaping be detailed in the final landscape plan with utility overlay with the submittal of the associated civil application. in the meantime, please clarify which landscape type you will be proposing, Type IIIa or Type IIIb.

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

- 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]
- Show water mains within Meridian and 17th Ave SE. [site plan, pg 2]
- Provide a city standard streetlight along 17th Ave SE. It should be spaced a maximum 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)
- The existing topography survey is now missing from the plans. Include this in the next submission. [site plan, pg 2]
- Revised plans not received as part of resubmittal package. Resubmit updated plans for Engineering Review. [Anthony Hulse @ 04/10/2024 12:31 PM]



- Responses were not provided for the following comments:

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

Commercial driveway shall be minimum 30ft wide.

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.

- Update site plan with required frontage improvements.

Show 34ft wide roadway width along frontage.

Show tie-in with existing curb/gutter on NE corner of frontage.

Per COP code, dumpsters require enclosures with roof and must be comply with planning/building code setbacks. Relocate dumpster within on-site parking area.

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

Floor plans provided are not consistent with "Project Statistics" table located on page A0.0

Applicant/owner shall propose some type of agreement that will restrict the future use of building. Additional medical office sqft would not be allowed in the future if adequate on-site parking is not provided.

On-site AutoTurn analysis required to ensure inbound/outbound vehicles can safely maneuver within proposed parking garage.

Applicant/owner shall propose some type of agreement that will restrict the future use of building. Additional medical office sqft would not be allowed in the future if adequate on-site parking is not provided.

## 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
Standard Conditions	<p>Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10.</p> <p>Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application</p> <p>Per Puyallup Municipal Code Section 11.08.130, 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.</p> <p>During civil review, City staff shall review street tree placement, monument signage, fences, etc. to ensure required sight distance requirements are met.</p> <p>Site access driveways shall meet our minimum</p>	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>commercial driveway requirements (30ft width).</p> <p>Streetlights will be required along frontage.</p> <p>At the time of civil permit review provide a separate street lighting plan and pavement striping plan (channelization) sheet for the City to review.</p> <p>Streetlight design shall provide the following:  Provide details on how streetlights will be powered  Location of conduit runs  Wiring Schedule  -Conduit size and type for each raceway  -Conductors details  Pole schedule  -STA &amp; offset for each luminaire  Show location of junction boxes</p> <p>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.</p>		
Submit With Civil Permit Application	A final landscape plan with utility overlay will be required to be submitted with the civil permit application. This final landscape plan should include and detail the required landscaping as noted in Planning comments from Preliminary Site Plan review.	Planning Division	Open
Submit With Building Permit Application	<p>Design of HVAC system stated to still be pending and to be submitted with building permit application drawings. Large equipment to be screened with fence or parapet, landscaping, etc. per PMC 20.30.035 (1).</p> <p>Per PMC 20.30.045 (1) - Exterior Mechanical Devices: Large mechanical equipment shall be</p>	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	<p>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.</p> <p>[site plan, A1.0]</p>		

Sincerely,  
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Associate Planner  
(253) 770-3361  
NComstock@PuyallupWA.gov