



City of Puyallup

Planning Division

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August 05, 2024

Imad Bahbah
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DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	3
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

- Comment outstanding 07/30/24: 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 (2)(a)(i-iii) [elevations, A4.0]

- Aisle and driveway dimensions are not consistent on plan set. Some stalls, aisles, and ramps are meeting the required widths for 90degree parking though many are not. Please reference PMC 20.55.035 Aisle and driveway dimensions and update accordingly.

Please address what design guidelines/criteria were used for site circulation within the garage as the circulation appears to be very tight.

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

- Provide right of way widths for both 17th Ave SE and South Meridian. [site plan, pg 3]
- 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]
- Include the parcel number: 7790000140. [site plan, pg 2]
- Provide additional WWHM modeling showing the wetland hydroperiod remaining unaltered per the DOE's criteria. [drainage report, pg 17]
- The existing driveway approach in this location will need to be removed as part of the development. (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]
- Callout the sewer main. [site plan, pg 3]
- The water main within S Meridian is located west of the existing sewer per city records. The water main in 17th ave SE [site plan]
- Floating gate valve. [site plan, pg 3]
- General notes missing? [site plan, pg 3]
- The sidewalk/ADA ramp shall be entirely located within the public right of way. Right of way dedication will be required at time of civils. [site plan, pg 3]
- Provide a note to remove the existing driveway approach in this location. [site plan, pg 3]
- Show location of stormwater main within S Meridian and 17th Ave SE. [civils, pg 3]
- What are these? [civils, pg 3]
- The proposed contour lines are missing [site plan, pg 3]
- Public and private stormwater runoff is not allowed to be comingled. Provide a bypass basin WWHM calculation. Remove the storm connection from 17th Ave SE to the detention vault. [civils, pg 1]
- Spot elevations not shown on sheet A1.0 as the comment response letter states. Prove that the driveway slope is limited to 10% max. [civils, pg 3]
- If a grease interceptor is required, it will need to be installed outside the building. Typically, a type 1 fume hood is the trigger for requiring a grease interceptor along with the 100mg/l of FOG. The project can voluntarily install a grease trap. [site plan, pg 4]
- What is this? There is a city storm main and catch basin located in this general area. [site plan, pg 4]
- Since I've been here with the city, no project has been able to use continuous simulation modeling to pump from the outlet of a stormwater control structure to the downstream drainage system and meet the flow control standard. The WWHM modeling will need to show the developed discharge matches the pre-developed

conditions for the actual flows, not an average. To pass, the pump must be the mechanism modeled in WWHM. Revise accordingly. [site plan, pg 19]

- Remove floating note regarding 6" of sediment storage. [storm site plan, pg 1]
- The site plan provided from the architect show the underground detention vault located along the north side of the site, whereas the stormwater site plan from the Engineer shows the vault along the south side of the site. [site plan, pg 4]
- This ramp exceeds 10%, revise to meet Fire's requirements. [site plan, pg 6]
- Provide easement AFN from the city allowing the storm main to be placed on private property. Otherwise provide a draft easement for this utility. [site plan, pg 2]
- Relocate the existing storm main to under the proposed curb per current city standards. [civils, pg 1]
- Make a note to remove the existing driveway cut along South Meridian. [civils, pg 1]
- Provide 12' walk with 4' street tree cutouts along 17th Ave SE. [civils, pg 1]
- Provide a wetland report for the off-site wetland. Be sure to include the wetland category and habitat score. [civils, pg 1]

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

- Traffic Scoping Comments:

-Scoping assumptions NOT approved by the City. Once the traffic scoping worksheet is approved, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Impact Study (TIS).

-sqft calculations not consistent with updated site plan.

-Provide detailed calculation of GFA computation per ITE definition. GFA includes (but not limited to), circulation corridors, lobbies, bathrooms, storage, etc.

-Per the latest site plan submittal, the GFA was 53,854sqft (parking excluded). Scoping worksheet only included 30,707sqft of GFA

-Per previous comment, it is not reasonable to assume conference rooms/event space will not be utilized during normal operating hours of the facility. Proposed meeting rooms sqft must included in trip generation calculation. This type of partitioned meeting rooms are common within offices.

- Per the updated site plan, the proposed curb radius at the intersection of S Meridian/17th Ave SE must match existing (35ft)

Per previous comments, 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). This was not shown in most recent submittal. Please coordinate with Engineering/Planning on specific details.

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

Existing PSE mounted streetlight arm (NE corner of property) does not meet City standards and will be replaced with a City standard 30ft pole.

At the time of civil permit review provide a separate street lighting sheet for the city to review. City standard streetlights can likely connect with existing junction box on the SE corner of S Meridian/17th Ave SE.

Proposed transformer & pad along 17th Ave SE frontage must be installed in-ground to avoid sight distance obstructions.

Provide detailed dimensions for AASHTO passenger car used for AutoTurn analysis.

Provide detailed design guidelines used for the parking garage circulation design. Based on the internal Autoturn analysis, circulation is very constricted and requires cars to encroach into opposing vehicle paths to navigate the parking garage.

- Parking:
Update the draft parking agreement based on GFA consistent with scoping worksheet (currently not approved). City will use this document to place a condition within our permitting system that will prevent non-medical space to be converted to medical office use in the future.
- Per previous comments, entering sight distance analysis (per City standards) required prior to PSP approval. 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.

Conditions

Condition Category	Condition	Department	Condition Status
Public	Public notice sign must be posted on site in a	Planning	Resolved

Condition Category	Condition	Department	Condition Status
Noticing	publically visible location.	Division	
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 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:</p>	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>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 & 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. Draft agreement to be provided to City</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 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</p>	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	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]		
Submit With Civil Permit Application	At time of civils, Trash enclosures must meet city design standard 208.1	Development & Permitting Services	Open
Submit With Building Permit Application	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. Please ensure this is included in the building plan set and elevations.	Planning Division	Open
Submit With Civil Permit Application	Type IIa landscaping required along western property line is facing issues due to the SD line location and required 10' distance from trees. Applicant has proposed to plant shrubs and bushes in place of four trees. Plants and shrubs should meet the description for Type IIa landscaping found in the VMS in the final landscape plan with utility overlay as part of the civil permit application.	Planning Division	Open

Sincerely,
Nabila Comstock
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NComstock@PuyallupWA.gov