



City of Puyallup

Planning Division

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www.cityofpuyallup.org

April 15, 2025

Imad Bahbah

21620 84th Ave. S., Ste. 200

Kent, WA 98032

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	5
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 PRAMR20250400
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.
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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

Engineering Review - Sam Morman; (253) 841-5411; SMorman@PuyallupWA.gov

- At the time of civil permit, if infiltration is to be used via a permeable sidewalk, the geotech will need to support the use of infiltration in this area, as well as provide the seasonal groundwater table, and provide a firm infiltration rate. [Geotechnical Report, pg 1]
- Update chamber depth and associated calculations for consistency.
- This report is discussing how the constructed orifice and sizing provides equivalence to the modeled orifice/part of the notch flow for the 2-year flow frequency. Although the modeled system and actual system have an equivalent 2-year flow, this does not necessarily provide equivalence for all flow control situations (i.e. the durational flow). Additional information and calculations are required to show that the constructed notch and orifice with the pump design will meet the durational flow standard. This report will also need to account for how the head varies with time in both of the actual vaults, and how this is equivalent to the modeled scenario.
- If the modeled notch/orifice is equivalent to the actual notch/orifice being pumped to, why does the notch need to change? Either provide a design where the notch is the same between the modeled and actual design, or provide further rational for why this needs to be in the design, and how it still provides equivalence.

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	publicly 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>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).</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>	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>Entering sight distance analysis (per City standards) required with civil submittal. Analysis (horz + vertical) must confirm design will not have any sight obstruction. Assume 3.5ft object and eye height. 415ft of available ESD required. Assume NB approaching vehicles are operating in the outmost lanes of travel (closest to curb).</p> <p>Existing PSE mounted streetlight arm (NE corner of property) does not meet City standards and will be replace with a City standard 30ft pole.</p> <p>Proposed transformer & pad along 17th Ave SE frontage must be installed in-ground to avoid sight distance obstructions.</p> <p>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.</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 & 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</p>		

Condition Category	Condition	Department	Condition Status
	<p>City</p> <p>At the time of civil permit review provide pavement striping plan (channelization) sheet for the City to review.</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. Ensure that the landscape plan set reflects the approved landscaping and street tree design from the preliminary site plan.	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 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]</p>	Planning Division	Open
Submit With Civil Permit Application	At time of civils, Trash enclosures must meet city design standard 208.1	Development & Permitting Services	Open
Submit With	Per PMC 20.26.300 (3)(b)(i), the pedestrian-oriented plaza spaces in front of the building shall	Planning Division	Open

Condition Category	Condition	Department	Condition Status
Building Permit Application	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.		
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
Submit With Building Permit Application	Revise the minimum required EV parking infrastructure per the 2021 Washington State Building Code, section 429. 10% of total parking spaces to be EV Charging, 10% of total parking spaces to be EV Ready, 10% of total parking spaces to be EV Capable; therefore a minimum of 12 spaces are required for each category (118 x 10% = 11.8 = 12 spaces).	Building Division	Open
Submit With Building Permit Application	Submitted plans must clarify whether occupancies will be separated or non-separated and shall conform to the appropriate portions of Section 508 in the 2021 Washington State Building Code. Detail the required separations, including the horizontal and wall assemblies needed to separate the different construction types, occupancies, etc.	Building Division	Open
Submit With Building Permit Application	At building permit submittal, include "Letter of understanding regarding functions and parking of new building" document. This document states that medical office uses will be restricted to 10482 sqft to maintain adequate parking for the entire facility.	Traffic Division	Open
Submit With Civil Permit	Street tree cut outs along 17th Ave SE will need to match those as shown on sheet A1.0 of the approved site plan set.	Planning Division	Open

Condition Category	Condition	Department	Condition Status
Application			

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