

## Thomas Carter

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**From:** Rachael N. Brown <RNBrown@PuyallupWA.gov>  
**Sent:** Thursday, November 17, 2022 8:50 AM  
**To:** Thomas Carter  
**Cc:** Alexandra Hines; DPS Permit Center; Nabila Comstock  
**Subject:** RE: P-21-0078 5th St CUP, SEPA Waiver for PLCUP20220162

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Oh also, please upload this email, in place of a SEPA Checklist in the required 'SEPA Checklist' submittal item when you apply for this permit on our online permits portal.

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**From:** Rachael N. Brown  
**Sent:** Thursday, November 17, 2022 8:49 AM  
**To:** Thomas Carter <Thomas.Carter@esmcivil.com>  
**Cc:** Alexandra Hines <Alexandra.Hines@esmcivil.com>; DPS Permit Center <PermitCenter@PuyallupWA.gov>; Nabila Comstock <NComstock@PuyallupWA.gov>  
**Subject:** RE: P-21-0078 5th St CUP, SEPA Waiver for PLCUP20220162

Hello Thomas,

From the project scope you describe below your project **would be exempt from SEPA review**. Please be aware that should your project scope change in the future such that it exceeds any SEPA thresholds, including but not limited to those listed in the Pre-app notes, a SEPA checklist will have to be provided and all SEPA procedures followed.

Best Regards,

Rachael Brown (She/Her)

Associate Planner

City of Puyallup

(253) 770-3363

New email: [rnbrown@PuyallupWA.gov](mailto:rnbrown@PuyallupWA.gov)

DEVELOPMENT & PERMITTING SERVICES DEPARTMENT hours are Monday – Friday 8AM - 5PM

PERMIT CENTER LOBBY hours are Monday – Friday 9AM – 3PM

**Please send permit inquiries to [permitcenter@puyallupwa.org](mailto:permitcenter@puyallupwa.org)**

*Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Permit applications will now be accepted through the [CityView Portal](#). For more information on the permit system, go to the [City's website page here](#). Or, scan this QR code with your phone to learn more.*



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**From:** Thomas Carter <[Thomas.Carter@esmcivil.com](mailto:Thomas.Carter@esmcivil.com)>  
**Sent:** Wednesday, November 16, 2022 2:36 PM  
**To:** Rachael N. Brown <[RNBrown@PuyallupWA.gov](mailto:RNBrown@PuyallupWA.gov)>  
**Cc:** Alexandra Hines <[Alexandra.Hines@esmcivil.com](mailto:Alexandra.Hines@esmcivil.com)>; DPS Permit Center <[PermitCenter@PuyallupWA.gov](mailto:PermitCenter@PuyallupWA.gov)>  
**Subject:** P-21-0078 5th St CUP, SEPA Waiver for PLCUP20220162

CAUTION: This is an External Email. Do not click links or open attachments unless you are expecting them.

Good afternoon, Rachael,

My name is Thomas Carter with ESM Consulting Engineers. About a year ago we submitted a pre-app with the city of Puyallup to discuss a Conditional Use Permit for a property located at 111 5<sup>th</sup> St SE (parcel #7285000112), and I believe you were the reviewer of the pre-app submittal (Pre-app Attachment). We submitted the documents for a Conditional Use Permit this past Friday and we have a fee of \$250.00 for a SEPA Checklist Review of the project.

I called the permitting department earlier today to ask about the fee and was told that they would need something written by the reviewer to waive the \$250.00 fee for the SEPA Checklist Review.

The Pre-app letter we received said that a SEPA environmental checklist "only if the building exceeds 4,000 sf of building area or the project, including the required right of way improvements, would include more than 500 cubic yards of fill or excavated material." The proposed building would not exceed a building area of 4,000 sf (the proposed gross floor area is 3,988 sf) and the proposed improvements would not include more than 500 cubic yards of fill or excavated material.

I wanted to verify this information with you since you were the reviewer of the project at the time.

I've attached the pre-app comments as well as the most recent and submitted site plan we have for the project.

Additionally, what is the fee to pay to begin the review? Is the applicant able to pay by credit card over the phone?

Thank you,

**THOMAS CARTER**  
Planner  
[thomas.carter@esmcivil.com](mailto:thomas.carter@esmcivil.com)

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