

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20250036

DATE: May 28, 2025

TO: John J Manuel

PROJECT NAME: Puyallup Mazda, customer service drive-thru expansion

PROJECT DESCRIPTION (as provided by applicant): : Puyallup Mazda is proposing to double the size of their customer service drive-thru from 2 lanes to a total of 4 lanes. Construction will be similar to existing, Type VN with automatic sprinkler system expansion. The propose space will be semi-heated.

SITE ADDRESS: 608 RIVER RD, PUYALLUP, WA 98371;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the 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.

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

- The site is in the General Commercial (CG) zone district and the Auto Oriented Commercial (AOC) Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards: <https://www.codepublishing.com/WA/Puyallup/#!/Puyallup20/Puyallup2030.html#20.30>

Automobile Service bays are classified as a 'road service use'. In the General Commercial zone district, proposal for road service use is a permitted use;

- Critical Areas: There are no critical areas on or within 300ft of the subject site that would require specialized reports for this scope of work.

- SEPA: Project scope is subject to SEPA review since the total building size plus the proposed addition exceeds 4,000 sf. Since the proposed project is a small addition however, no preliminary site plan will be required for this project. Instead, CONCURRENTLY WITH YOUR FIRST CONSTRUCTION PERMIT SUBMITTAL please submit a planning application called "SEPA Standalone" and upload the required documents including a SEPA checklist. This will enable the City to process your SEPA review concurrently with your construction permit (civil or building permit application). No permits will be able to be issued until the SEPA process is complete. SEPA checklist can be downloaded from City website at www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE
- Architectural Design Review: "Non-Residential Design Review" Worksheet is required to be included with your building permit application. Your project is subject to administrative design review for non-residential style buildings see PMC 20.26.300 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit or a building or civil permit. Please download the worksheet form at <https://www.cityofpuyallup.org/DocumentCenter/View/16334/Fillable---2026300-Nonresidential-Review>
- PMC 20.55.010 Number of parking spaces required:
Automobile service stations and repair garages: three spaces for each service bay;

Building Review - Brian Snowden; (253) 435-3618; BSnowden@puyallupwa.gov

- Building Comments:
 1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to the project. Current codes are the 2021 Washington State codes with Puyallup amendments. In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.
 2. Regarding whether gas radiant heat is allowed or if electric is required: you're allowed to use either gas-fired radiant or electric infrared radiant heating for localized heating. There's no requirement that it must be electric. However, if you go with a gas-fired system, the addition needs to be set up so it's ready for a future electric heat pump. (2021 WSEC-C, section C401.3.6). Please also note: appliances (such as heaters) installed in areas frequented by vehicles must be located at least 8 feet above the floor, unless they are protected from vehicle impact and properly shielded. If vehicles may pass below such appliances, they must be at least 1 foot higher than the tallest garage door opening and installed per manufacturer's instructions.
 3. The proposed use for the new addition is for customer vehicle drop-off. Vehicle service may not be performed in the new addition unless the space meets the minimum exhaust and ventilation requirements, and fire safety requirements per the 2021 Washington State Codes.
 4. Structural analysis of the existing wall will be required to support the new openings.
 5. Systems serving the garage, including HVAC and lighting, may be subject to commissioning to verify performance and code compliance. Documentation of compliance must be provided with permit submittals.

6. Exterior walls, doors, windows, and roofs must meet minimum insulation and thermal performance requirements as specified in the Washington State Commercial Energy Code (WSEC). Overhead garage doors in conditioned spaces require insulation to a specified minimum R-value.

7. Regarding whether it will be required to fur-out the new CMU walls for insulation; this addition would fit the definition of a semi-conditioned space if the heating equipment has an output capacity greater than or equal to 3.4 Btu/(h-ft²) but not greater than 8 Btu/(h-ft²). A Semi-heated space will not need to comply with conditioned wall insulation requirements - but ceiling insulation, slab insulation, and the roll-up doors would still need to comply.

-- Building General Notes:

- a. All electrical is permitted by the Washington State Department L & I.
- b. Truss Plans for TJI or BCI's and Truss Specifications are required at the time of submittal.
- c. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.

If you have any other Building related questions for this project, please reach out to me at bsnowden@puyallupwa.gov. No other Building comments at this time.

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

- 1. Comply with 2021 IFC, IBC or current addition at time of application.
- 2. Separate Fire Alarm and Fire sprinkler permits are required.

Engineering Review - Jamie Carter; (253) 435-3616; JCarter@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 ECY manual.
 - The comments provided below are intended to assist the applicant with incorporating City requirements into the project design documents, but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
 - Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed.
 - 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].

- Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
- Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
- Civil Engineering drawings shall conform to City Standards Sections 1.0 and 2.0 and the following:
 - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
 - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
 - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
- STORM
 - Design shall occur pursuant to current City Standards and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Stormwater Management Manual for Western Washington. [PMC 17.42 and 21.10 and CS 200]
 - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]
 - Erosion control measures for this site will be required. A comprehensive erosion control plan shall be submitted as part of the civil permit application.
 - At time of civil submittal a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10 shall be submitted. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility

sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]

- All private storm drainage facilities shall be covered by an Operations and Maintenance Manual which shall be attached to the City's Storm Water Agreement which shall then be recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the city, after giving the owner proper notice, may perform necessary maintenance at the owner's expense. If there is an existing Operations and Maintenance Manual from the recent remodel it can most likely be updated to reflect this new work. [PMC 21.10.270]
- Find guidance on creating an Operations and Maintenance Manual for your project here: <https://www.cityofpuyallup.org/2157/Operations-and-Maintenance>

- ANSWERS TO SPECIFIC QUESTIONS FROM APPLICATION
 1. Site survey and previous infiltration testing shall be acceptable. Include previous soil test results with submittal. It can be uploaded under the Stormwater Submittal box.
 2. Frontage Improvements will not be triggered under this proposed scope.
 3. The proposed addition is under 2,000 square feet and is over an area that is currently a 'pollution generating hard surface'. Therefore no additional stormwater requirements are needed.
 4. Defer to building.

Engineering Traffic Review - Mico Hutchens; (253) 993-0179; mhutchens@puyallupwa.gov

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition.

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.

The expected TIF calculation at current rates is:

PM Peak Hour Trip = \$4500

ITE Land Use Code 840 (Automobile Sales - New) - Rate = 2.42 pm peak hour trips per 1000 sqft.

Per Application Submittal - New area is 1800 sqft

$2.4 \times 1.8 = 4.32$ new pm trips \times \$4500 = \$19,440

Note: As part of the City's Comprehensive Plan update, a traffic impact fee rate study is in progress. The information provided does not vest the project to current TIF rate calculations. The actual impact fee rate will be determined upon building permit submittal.

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 the time of the building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items, and accessibility requirements that may apply to the plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (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.*