



City of Puyallup

Planning Division

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September 09, 2025

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

FINAL DEVELOPMENT REVIEW TEAM (DRT) LETTER	
PERMIT #	PLPSP20230072
PROJECT NAME	Puyallup Medical Office Building
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	Proposed 6-story, 93,131-square foot medical/professional office building consisting of 2 levels of structured parking and 4 stories of medical office, general offices, commercial space, and event area. The proposed building is located on a 0.79-acre site in the CG - general commercial zone. The applicant is proposing 116 associated parking stalls. Project will include storm water improvements, landscaping, and other site improvements are required by code. Project is subject to nonresidential design review standards.
SITE ADDRESS	1617 S MERIDIAN, PUYALLUP, WA 98371;
PARCEL #	7790000140;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220159 PRAMR20250400
APPLICATION DATE	August 14, 2023
APPLICATION COMPLETE DATE	August 14, 2023
PROJECT STATUS	Final Development Review Team (DRT) letter – application approved. The latest revised copy of submitted materials has fulfilled the city’s requirements related to the land use permit in accordance with the following conditions and notes. The project is now proceeding into final SEPA review and issuance, followed by the scheduling of a public hearing on the project.
APPROVAL EXPIRATION	September 9, 2027 PMC 20.89.020 Expiration: A preliminary site plan granted by the director or designee shall become null and void if not exercised within two years of the date of this approval of such preliminary site plan. A preliminary site plan

	shall be deemed exercised and remain in full force and effect when a complete building permit, or complete civil engineering permit when no building permit is required, has been submitted in reliance upon said permit.
CONDITIONS	See notes and conditions below. The project shall conform to all conditions outlined herein and shall comply with all applicable provisions of the Municipal Code and any SEPA conditions.

HOW TO USE THIS LETTER

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.

CONDITIONS

The following are conditions of approval. All future civil and/or building permit submittals shall comply with the following conditions, if any. The ‘Condition Status’ column notes whether a specific condition has been ‘resolved’ meaning no further action is required or is ‘open’ meaning further action is required during subsequent permit submissions. Each condition has been added by a specific City of Puyallup Department, please contact the specific reviewer associated with that condition for any specific questions regarding that condition:

Department	Reviewer	Phone	Email
Planning	Nabila Comstock	2537703361	NComstock@PuyallupWA.gov
Engineering	Sam Morman	2538415553	@PuyallupWA.gov
Traffic	Bryan Roberts	2538415542	broberts@PuyallupWA.gov
Building	Janelle Montgomery	2537703328	JMontgomery@PuyallupWA.gov
Fire	David Drake	2538644171	DDrake@PuyallupWA.gov

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

Condition Category	Condition	Department	Condition Status
	<p>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.</p>	<p>Planning Division</p>	<p>Open</p>
<p>Standard Conditions</p>	<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> <p>Entering sight distance analysis (per City standards) required with civil submittal. Analysis</p>	<p>Traffic Division</p>	<p>Open</p>

Condition Category	Condition	Department	Condition Status
	<p>(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 City</p> <p>At the time of civil permit review provide</p>		

Condition Category	Condition	Department	Condition Status
	pavement striping plan (channelization) sheet for the City to review.		
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	Engineering Division	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	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	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 Ila 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 Ila 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 uses will be restricted to 10482 sqft to maintain adequate parking for the entire facility.	Traffic Division	Open
Submit With Civil Permit Application	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
Submit With	At the time of civil permit, if infiltration is to be	Engineering	Open

Condition Category	Condition	Department	Condition Status
Civil Permit Application	used via a permeable sidewalk, the geotechnical engineer 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.	Division	
Standard Conditions	<p>STORMWATER/ EROSION CONTROL:</p> <ul style="list-style-type: none"> • Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42] • Stormwater design shall be in accordance with PMC Chapter 21.10 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 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual"). • The applicant shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds. • NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations. • Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by: 1) enlarging the private facilities to account for bypass runoff; 2) providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; or, 3) other methods as approved by the City Engineer. [PMC 21.10.190(3)] • Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best 	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	<p>Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; and Volume V.</p> <ul style="list-style-type: none"> • If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell. • Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3, specifically: <ul style="list-style-type: none"> - Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 1 through April 1). - Hydraulic conductivity testing: <ul style="list-style-type: none"> i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 1 through April 1) is required. ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, is not encumbered by a critical area; and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer. - Testing to determine the hydraulic restriction layer. - Mounding analysis may be required in 		

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	<p>accordance with Ecology Volume V Section V-5.4.</p> <ul style="list-style-type: none"> • Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report. • At the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060] <ul style="list-style-type: none"> - When using WWHM for analysis, provide the following WWHM project files with the civil permit application: <ul style="list-style-type: none"> - Binary project file (WHM file extension) - ASCII project file (WH2 file extension) - WDM file (WDM file extension) - WWHM report text (Word file) • Each section of the TIR/SSP shall be individually indexed and tabbed with each permit application and every re-submittal prior to review by the City. [PMC 21.10.060] • Overflow facilities shall be provided in accordance with the City Standards. This includes a downstream analysis a minimum of ¼ mile downstream from the site. • Any above-ground stormwater facility shall be screened from public right-of-way and adjacent property per the underlying zoning perimeter buffer requirements in the PMC. • Any proposed infiltration facility shall be designed in accordance with City standards and the following criteria to be provided by a licensed geotechnical engineer: <ul style="list-style-type: none"> - The infiltration rates for the proposed 		

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	<p>infiltration facilities shall be determined using the Pilot Infiltration Test (PIT) described in 2014 DOE Stormwater Manual for Western Washington (Ecology Manual).</p> <ul style="list-style-type: none"> - The bottom of the infiltration facility shall be a minimum of 5-feet above the maximum wet season water table or bedrock/impermeable layer on the site. - A separation down to 3-feet may be considered if supported by a groundwater mounding analysis performed by a licensed geotechnical engineer. <p>Monitoring of the groundwater level on the site should begin as soon as possible to obtain an accurate measurement of the maximum wet season water table. [PMC 21.10]</p> <ul style="list-style-type: none"> • The proposed infiltration trench as shown on the preliminary site plan appears to meet the criteria as an Underground Injection Control (UIC) Well. This type of design must be registered with the Department of Ecology and designed in accordance with the Ecology Manual. (NOTE: Registration does not apply to residential roof runoff designs.) - The applicant may elect to provide an alternative to the UIC well such as an infiltration trench without perforated pipe, bioretention, or other LID BMP. - Please refer to City Standards 203 and the Department of Ecology's website for more information. • Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment. • Overflow facilities shall be provided at the low points of the proposed permeable pavement areas to allow safe discharge to the downstream public storm system. 		

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	<p>criteria shall be obtained from the "City of Puyallup Site Management Plan for Stormwater Operations and Maintenance." Under this agreement, if the owner fails to properly maintain the facilities, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense.</p> <ul style="list-style-type: none"> • Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application. • Prior to permit issuance, the applicant shall post a financial guarantee in accordance with PMC 21.10.160 in the amount of 125% of the cost of the stormwater system. • A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is \$4,146.50 per ESU. • Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance for the individual lot(s); and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required. • A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. 		
Standard	MISC:	Engineering	Open

Condition Category	Condition	Department	Condition Status
Conditions	<ul style="list-style-type: none"> • All proposed improvements shall be designed and constructed to current City Standards. [PMC 14.08.040, 14.08.120, 17.42] • Civil engineering drawings 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 drawings will be required for this project prior to issuance of the first building permit. Included within the civil design package shall be a utility plan overlaid with the proposed landscaping design to ensure that potential conflicts between the two designs have been addressed. <ul style="list-style-type: none"> - At the time of civil application, submit electronic files in PDF format, through the City's Permit Portal. Contact the Permit staff via email at PermitCenter@ci.puyallup.wa.us for the initial project submittal. • Civil engineering plan review fee is \$470.00 (plus an additional per hour rate of \$130.00 in excess of 5 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 Estimate form. [City of Puyallup Resolution No. 2098] • Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat. • Engineering plans submitted for review and approval shall comply with City Standards Section 1.0 and Section 2.0, particularly: <ul style="list-style-type: none"> - Engineering plans submitted for review and approval shall be based on 24 x 36-inch sheets. - The scale for design plans shall be indicated directly below the north arrow and 	Division	

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	<p>shall be only 1"=20' or 1"=30'. The north arrow shall point up or to the right on the plans.</p> <ul style="list-style-type: none"> - 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. • 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 City Engineering, Development Engineering. • Prior to Acceptance/Occupancy, Record Drawings shall be provided for review and approval by the City. The fee for this review is \$200.00. Record Drawings shall be provided as follows: <ul style="list-style-type: none"> - In accordance with City Standards Manual Section 2.3. - Electronic version of the record drawings in the following formats: <ol style="list-style-type: none"> 1. AutoCAD Map 2007 or newer in State Plane South Projection 2. PDF 		
Standard Conditions	<p>WATER</p> <ul style="list-style-type: none"> • The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120] • The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3] • A reduced pressure backflow assembly (RPBA) is required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302] • The minimum distance between water lines and sewer lines shall be 10-feet horizontally 	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	<p>and 18-inches vertically. If this criterion cannot be met, the sewer and water lines shall be isolated by encasement, shielding, or other approved methods. [PMC 14.02.120(f) & CS 301.1(8)]</p> <ul style="list-style-type: none"> • The domestic service line and fire system service line shall have a separate, independent connection to the supply main. If a separate fire line is to be utilized, a Double Check Valve Assembly (DCVA) will be required near the property line at the point of connection to the public main. The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed, and shown on the plan, into the building to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [PMC 14.02, CS 302.3, & CS 303] • Fire hydrants shall be placed so that there is a minimum of 50-feet and a maximum of 150-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3] • The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3] • A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$5,391.59 for the first 15 fixture units and an additional charge of \$361.23 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040] 		

Condition Category	Condition	Department	Condition Status
	<ul style="list-style-type: none"> Water connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards water System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030, PMC 14.02.040] 		
Standard Conditions	<p>SEWER</p> <ul style="list-style-type: none"> The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070] The applicant shall connect into the existing public system located within 17th Ave SE. The manhole at the NE corner of the property is approximately 5.5' deep. It appears that a gravity sewer connection is viable. If a proposed connection is to occur elsewhere, the applicant shall confirm that the system is located within a 40-foot easement dedicated to the City for maintenance purposes. [PMC 14.08.070, PMC17.42 & CS 401(14)] A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)] Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	<p>401(6)]</p> <ul style="list-style-type: none"> • Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines. • Drainage for the underground parking shall be connected to the sanitary sewer system through an oil-water separator. [PMC 14.06.031 & CS 402.2] • All private oil-water facilities shall be maintained in accordance with Puyallup Municipal Code 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2] • A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$6,555.06 for the first 15 plumbing fixture units and an additional charge of \$439.18 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030] • Sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall 		

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	accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030, PMC 14.02.040]		

Sincerely,
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 Associate Planner
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 NComstock@PuyallupWA.gov